

Issued: November 10, 2016

**TOWN PLAN AND ZONING COMMISSION REGULAR MEETING
MONDAY, NOVEMBER 7, 2016
LEGISLATIVE CHAMBER, ROOM 314
TOWN HALL, WEST HARTFORD, CT 06107**

DRAFT MINUTES

ATTENDANCE: Vice Chair: Kevin Prestage; Commissioners: John O'Donnell;
Michele Maresca; James Akin; Alternates: Liz Gillette; Staff: Catherine
Dorau, Associate Planner

ABSENT: Chair: Kevin Ahern; Alternates: Gordon Binkhorst; Mishone Donelson;
Staff: Kimberly Boneham, Deputy Corporation Counsel; Todd Dumais,
Town Planner/TPZ Secretary

CALL TO ORDER/ROLL CALL: 7:00 P.M.

MINUTES:

1. Approval of Minutes:
 - a. Minutes of the Regular Meeting, Wednesday, October 5, 2016.
Vote postponed to next TPZ Meeting on December 5, 2016

COMMUNICATIONS:

2. **2022 Albany Avenue and 315 North Steele Road- Request to Establish a Building Line-**
Request on behalf of Investment Developers, LLC to establish a 30-foot building and veranda line for the two (2) existing lots located at 2022 Albany Avenue and 315 North Steele Road for the frontage along the west side of North Steele Road. This request is being made pursuant to condition of approval #2 of Lot Split application #100 approved on March 20, 2015.

After a brief review of the communication and its related exhibits and after consideration of staff technical comments, the TPZ acted by **majority vote (4-1)** (Motion/Maresca; Second/Gillette) (Gillette seated for Ahern) (O'Donnell voted no) to **APPROVE** the request to establish a building and veranda line at 30 feet for the above referenced frontage along the west side of North Steele Road.



TOWN OF WEST HARTFORD

TOWN OF WEST HARTFORD
50 SOUTH MAIN STREET
WEST HARTFORD, CONNECTICUT 06107-2431
(860) 561-7555 FAX: (860) 561-7504
www.westhartfordCT.gov

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3. **1344 New Britain Avenue Subdivision #297 Filing Extension Request-** Pursuant to Subdivision Regulations Chapter A184-34, letter from Brandon Handfield, P.E., on behalf of NB Asset Management, LLC, requesting a 90-day extension for the approved subdivision #297. The subdivision was approved by the Town Planning and Zoning Commission on August 1, 2016. Motion to grant the extension.

After a brief review of the application and its related exhibits and after consideration of staff technical comments, the TPZ acted by **unanimous vote (5-0)** (Motion/O'Donnell; Second/Maresca) (Gillette seated for Ahern) to APPROVE the request for a filing extension. The new filing deadline is February 13, 2017.

4. **2017 TPZ Meeting and Filing Dates – Annual Calendar**
Motion to approve. Motion/O'Donnell; Second/Maresca; Vote 5-0 (Gillette seated for Ahern)

NEW BUSINESS:

5. **7 South Main Street-** Application (SUP #1271-R1-16) of SB Andrews Company, LLC and applicant Smbat Sarkisyan (Sam's Gyro) requesting TPZ review of compliance with the conditions of SUP #1271 approved May 4, 2015 to authorize a 16-seat outdoor dining area. (Submitted for TPZ receipt on November 7, 2016. Suggest required public hearing be scheduled for December 5, 2016.)

After a brief review of the application and its related exhibits and after consideration of staff technical comments, the TPZ acted by **unanimous vote (5-0)** (Motion/Maresca; Second/Akin) (Gillette seated for Ahern) to schedule this matter for public hearing on Monday, December 5, 2016 at 7:15 P.M. in the Legislative Chamber, Room 314, West Hartford Town Hall, 50 South Main Street.

OLD BUSINESS:

6. None

TOWN COUNCIL REFERRALS AND REQUEST FOR REPORTS:

7. **1043 Farmington Avenue-** Application (SDD #147) on behalf of Tongjan Properties, LLC, to rezone 1043 Farmington Avenue, from RMO, Residential/Multifamily-Office, to RO,

Residence-Office and then to designate the rezoned parcel as a special development district. The applicant requests the use of the second floor for professional office space. The third floor will be used as a storage space. The residential appearance of the building will not be changed as a result of this zone change request (Town Council Receipt on October 25, 2016. TPZ receipt on November 7, 2016. Town Council public hearing scheduled for December 13, 2016.)

After a detailed review of the application, the TPZ acted by **unanimous vote (5-0)** (Motion/O'Donnell; Second/Maresca) (Gillette seated for Ahern) to **RECOMMEND POSTPONEMENT OF A VOTE** until the next Town Plan and Zoning Meeting on December 5, 2016. More information on the applicant's public outreach activities was requested.

8. **616-620 New Park Avenue-** Resolution authorizing the Town Manager to execute a public highway easement at the mixed-use development project located at 612-620 New Park Avenue to allow an expanded sidewalk permitting pedestrian passage along the property between the street line and the building façade. This was required as a condition of approval of the site plan. (Town Council Receipt on October 25, 2016. TPZ receipt on November 7, 2016)

After a detailed review of the ordinance, the TPZ acted by **unanimous vote (5-0)** (Motion/O'Donnell; Second/Gillette) (Gillette seated for Ahern) to **RECOMMEND APPROVAL** of the subject resolution.

TOWN PLANNER'S REPORT:

INFORMATION ITEMS:

REMINDER OF FUTURE TPZ REGULAR AND SPECIAL MEETINGS:

- TPZ Regular Meeting, Monday, December 5, 2016 @ 7:00 P.M.
- TPZ Regular Meeting, Wednesday, January 4, 2017 @ 7:00 P.M.
- TPZ Regular Meeting, Monday, February 6, 2017 @ 7:00 P.M.

ADJOURNEMENT: *Motion to adjourn/O'Donnell; Second/Gillette; Vote 5-0 (Gillette Seated for Ahern). Meeting adjourned at 7:55 P.M.*

"Any individual with a disability who needs special assistance to participate in the meeting should contact Social Services Department, 860.561.7561, five days prior to the meeting."